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ABSTRACT

This publication organizes job searches in Australia by creating a paperwork system and recording essential information. It is organized into two parts: career planning and job search management. Part 1 contains the following sections: job evaluation, goal setting, job search obstacles--personal constraints and job search obstacles; and job search preparation--self-help skills, job searching tools, information/counseling needs, professional help, resumes, self-marketing analysis, and planning/scheduling the search. Part 2 covers the following topics: finance/expenses planning--budget and cash sources; networking--inventory of friends/acquaintances, finding assistance, and reemployment services; action planning--operations base checklist, task schedule, action planner, appointments, and advertisements; weekly review of advertisements answered and job search letters; interview planning--negotiating remuneration, negotiation and interview preparation, interview checklist, difficult questions, becoming comfortable, interview planner, and analysis; job offer evaluation; and scoring one's results--search review and job survival. The guide contains checklists, inventories, prompters for action, and tips on thorough job preparation. (NLA)

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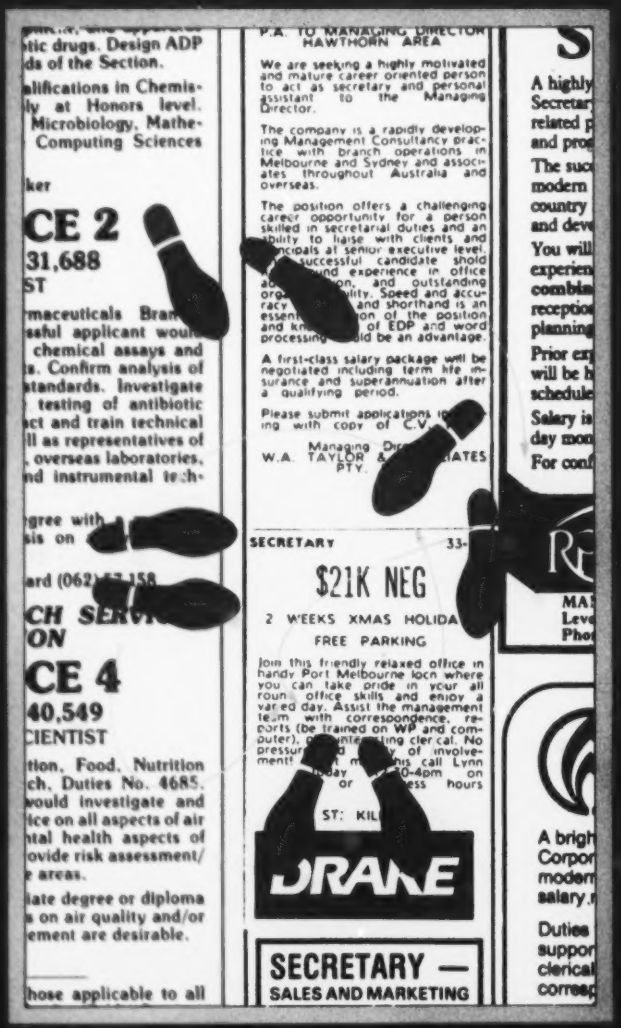
YOUR JOB SEARCH ORGANISER

The Essential Guide for a Successful Job Search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YOUR JOB SEARCH ORGANISER

The Essential Guide for a Successful Job Search

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Staff Problems Solved
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Work Satisfaction
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Introduction

Keeping track of contacts, vacancy leads, appointments, finances and interview progress can make the critical difference to securing the position you want in the most effective time. Finding that job is hard work. This publication will make it easier for you to organise your job search campaign by creating a paperwork system and recording essential information. It contains many checklists, inventories, prompters for action and tips on preparing thoroughly.

Before a well-planned job search can commence, it is important to decide what you seek and why you merit it. This requires thoughtful consideration of your recent worklife experiences. So the first part of this publication asks you to complete a number of self-assessment exercises. In addition, there are guides to researching possible employers and identifying facilities in the community which can assist you. These will help you work out the relevant factors to ensure your job search is not only successful but also brings increased satisfaction in your new employment.

The most I can do is provide advice and ideas. In my counselling activities each day I come across the need for job seekers to manage themselves better. My intention has been to make the contents both practical and supportive — a useful companion for you when facing a very important fact of life, that we are likely to need to job search several times during our career.

Paul Stevens
Mosman, NSW — January 1988

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Job hunting is information hunting

SELF

- What do you do well?
- What skills do you have?
- What type of problems can you solve?
- Who might assist you in getting a job?

THEM

- What kinds of jobs are available?
- Who has these kinds of jobs?
- What do others need done for them?
- Who really makes hiring decisions?

PART ONE

Career planning

Job evaluation

This book will take you progressively through the following:

Essential steps of a successful job search

A. Assessing your:
— skills
— interests
— knowledge
— preferences
— experiences
— temperament
— accomplishments

B. Exploring employment possibilities:
— information sources
— skills required
— major employers
— alternatives

C. Developing skills to:
— research data
— question others
— make telephone applications
— write résumés and letters
— handle interviews
— negotiate offers

D. Taking job search action:
— prospecting vacancies
— applying for jobs
— attending screening interviews
— attending selection interviews

E. ACQUIRING YOUR NEW JOB

Learning from your experience

The following questions encourage you to think critically about your present or most recent job. Your answers will help you decide what are the important considerations in the search for your next job.

For your convenience the questions have been written in a way that assumes you are currently in a job.

1. My main responsibilities are:

2. Since I have been in this job it has changed in these ways:

3. I enjoy this job for these reasons:

4. I dislike this job for these reasons:

Rating your job search performance

Circle your answer

	Most recent job search	Your first job search
1. I had a job search goal	no sometimes yes	no sometimes yes
2. I set weekly objectives, followed through and evaluated my progress	no sometimes yes	no sometimes yes
3. I developed and used my contacts	no sometimes yes	no sometimes yes
4. I spent time researching and preparing for interviews	no sometimes yes	no sometimes yes
5. I kept accurate, up-to-date records	no sometimes yes	no sometimes yes
6. I obtained help when I needed it	no sometimes yes	no sometimes yes
7. I evaluated my employment options before accepting a position	no sometimes yes	no sometimes yes
8. I evaluated my job search after getting my new position	no sometimes yes	no sometimes yes

Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time. — *Thomas Edison*

5. This job is developing the following new competencies/skills in me:

-
-
-
-

6. I am not acquiring the following competencies/skills which I believe I need for my future career:

-
-
-
-

7. This would be a much better job if the following was different:

8. In order to excel at this job I should be doing the following:

Goal Setting

The goal setting process

Step 1: Write down your job search goal

Step 2: Describe the actions necessary to achieve it

DO IT NOW!

Step 3: Test your job search goal statement by showing it to others for their comments. Revise it if you receive good advice to do so.

Your employment future

1. What possibilities come to mind as long-term career paths for me?

   a)

   b)

   c)

2. Which of the above do I **really** like?

3. Which of the career paths I have specified do I **really** know about?

4. What are the aspects that appeal to me and why?

   •

   •

   •

5. What are the constraints on my freedom of employment choice?

6. Look at your answers to the first five questions and select a vision of your employment future that is clear, meaningful and achievable. Write a brief description of what you expect your employment future to be.

DO IT NOW!

7. Who do I need to contact to help me fully understand my employment target/objective(s)?

8. Do I have aims in my other personal plans which may conflict with my answer to question 6?

How desperately difficult is it to be honest with oneself.
It is much easier to be honest with other people. – *Edward R. Benson*

Spend at least five minutes on each question. Your answers will provide important guidelines for your decision-making during your job search.

Your next job

Issues for you to consider:

What responsibilities?
What knowledge and which skills of mine to be used?
With what type of manager?
With what kinds of work colleagues?
In what kind of organisation?
Job location — commuting and travel preferences?
What must the remuneration include?

1. What job-related actions are important to achieve in the next 12 months?

2. Looking at my longer term vision of my employment goals, what actions are **desirable** or **essential**?

3. Review your answers and now write down the most practical direction for you to take in this job search.

4. What steps should I take to have the best chance of making a successful choice in my next job?

5. What are the difficulties I face in making such a move?

6. **A ..... (function title) ..... position where my ability in ..... (your primary skills) ..... will result in ..... (outcomes, i.e. benefits for your next employer) .....**

   The career objective to be entered on your résumé should follow this structure. Now write your career objective using the above format as a guide. Some examples follow on the next page.

Career objective examples for your résumé

1. To use my broad experience in office automation to train users and advise management on how to efficiently and productively use integrated word processing and information systems.

2. I am seeking a full-time position with people contact where a thorough knowledge of office procedures, typing skills, a strong sense of responsibility, accuracy, and enthusiasm for a job well done will be an asset.

3. I am seeking a sales, marketing or administration position where my ability to meet professional objectives and my knowledge of business administration will result in:

   * Achieved sales objectives
   * Maximised profit
   * Reduced cost of doing business

4. To use eight years experience in economics and international commodity marketing to influence the marketing effort at a senior level in an intricate industry.

5. To apply sixteen years experience in sales, marketing, training and small business development in order to contribute to increased profits and improved customer service.

Job search obstacles

Your career is a sequence of work experiences which:

* requires a positive approach
* incorporates your work task preferences
* has elements of risk taking
* includes self-set goals and schedules
* necessitates self-evaluated performance
* obtains feedback from others
* provides psychological satisfaction
* necessitates overcoming constraints and obstacles

Your constraints

This exercise will help you explore the constraints which affect your employment choices and create job search obstacles.
Reflect on your life and current situation. Consider each of the following constraints and record your answers.

1. My health constrains my career in the following ways:

2. My socio-economic origins and upbringing constrain my career in the following ways:

Job search obstacles

3. My education constrains my career in the following ways:

4. My gender constrains my career in the following ways:

5. My age constrains my career in the following ways:

6. My commitments (e.g. family, financial, etc.) constrain my career in the following ways:

7. My preference for where I want to live constrains my career in the following ways:

8. Look back over your answers to the last seven items and then ask yourself:
   If I wanted to change my employment direction with every fibre of my being, then what would stop me?

When one door closes, another opens, but we often look so long and so regretfully upon the closed door that we do not see the one which has opened for us.

— Alexander Graham Bell

Overcoming constraints

Personal obstacles

Employment market obstacles

ME

Personal resources

Other resources in the community

Summarise your perceived obstacles — then list all the resources you can think of:-
(an example follows on the next page)

An example to help you compile your own.

Personal obstacles

Age
Stress problem
Currently unemployed
Interview 'nerves'
Date of completed training
Record of job hopping

Employment market obstacles

Competition for jobs
Location of home
Low demand for my profession

ME

Personal resources

Length of experience
Family encouragement
Completed studies
Good résumé
Supportive friends
Good reference letters
List of work achievements
Paid off 2nd mortgage

Other resources in the community

Career Reference Centre
Knowledge of recruitment agents
Information directories
Part-time education facilities

Job search preparation

Self-help skills

ACTION: Evaluate which SELF-HELP SKILLS could put your job search at risk unless you learn how to improve them and circle those you need to learn to use more effectively.

These are the self-help skills you will be using:-

- **Self-assessment** — Carrying out my personal skills search, assessing my personal values, objective setting.
- **Detective** — Prospecting, developing my contact network.
- **Research** — Finding printed materials, carrying out enquiry interviews, recording data.
- **Communication** — Listening, questioning others, writing my findings, assertiveness, negotiating.
- **Transition** — Self-marketing, creating my support group, securing an interim job, personal finance planning.

Now test your SELF-HELP job seeking skills in a more thorough way. Three scales of evaluation are included to help you judge your current skill level. Honesty will help you identify where you need improvement. There is no value in rating yourself highly just to feel better!

Self-help skills assessment

1. Information gathering
(Self-help skills: research, detective)

I know some sources of information about where there are vacancies and who to contact to get interviews. But, time spent gathering more information would delay my job seeking and irritate me.	Gathering information can improve my specific occupation, industry, employer, and hiring decision-maker targeting. I know a few appropriate sources of this information but am sure there are others to be discovered. But, how to find them with limited time to spare?!	I know how to obtain all the information likely to help me. I know how to approach strangers in person and by correspondence to secure this data which could lead to identifying several employment opportunities.

Tick here √ FAIR ☐ SATISFACTORY ☐ VERY GOOD ☐

2. Résumé and correspondence
(Self-help skills: self-assessment, research, communication)

I am not confident that my résumé and job search letters will attract the attention of recruitment consultants and employers. I have a problem with writing in positive, favourable terms about myself and my achievements. The content and structure is likely to appear 'very ordinary' to others.	I have researched what works and what doesn't in résumé/letter design and content. But, the result of applying this research to composing my own is proving difficult. The result is likely to be of 'average' standard. Thinking about content is easier for me than writing it.	My writing skills have earned the praise of others. Consequently, my résumé and letter content is highly likely to secure an invitation to interview, even in competition with fifty other applicants. I know what to leave out of my résumé as well as how to boast politely about my quantitative and qualitative achievements within it.

Tick here √ FAIR ☐ SATISFACTORY ☐ VERY GOOD ☐

3. Networking
(Self-help skills: detective, research, communication)

I have little idea of how NETWORKING can uncover information about employment opportunities. I am uncertain about how to proceed to substantially increase the quality and usefulness of people I know and secure discussions with people they know.	Some of my contacts could lead me to potential employers within a short time of my request. To expand my options NETWORKING is required and I know where to start initiating it ... but, still feel apprehensive about the process.	NETWORKING has benefited me in the past ... I am proficient at it. To develop many useful contacts leading to data about current, or potential, vacancies presents no problem to me ... other than time to carry it out.

Tick here √ FAIR ☐ SATISFACTORY ☐ VERY GOOD ☐

Also see pages 40 to 43 on NETWORKING

4. Personal presentation
(Self-help skills: self-assessment, communication, transition)

Interviews cause me to feel less at ease than I should be. Finding the appropriate words, retaining the attention of the interviewer, and avoiding rising tension do not come easily. I do not know what effect body language has.	I believe a good impression can be made by how I say things and my visual impact on others. Projecting enthusiasm and other positive qualities about me to a stranger, though, does cause strain ... which could show.	I have developed effective verbal skills and conversational strategies to impress an interviewer. Choice of clothes and colour ensemble is not a problem for me for the targeted position.

Tick here √ FAIR ☐ SATISFACTORY ☐ VERY GOOD ☐

Occupational choice is a lifelong process of decision-making in which the individual constantly seeks to find the optimal fit between career goals and the realities of the world of work.
— Eli Ginzberg

Circle those you have arranged. Underline those you need to find or complete.

Essential job searching tools

- Thorough self-assessment of what I want and what I can offer
- Consultation with my spouse/close friend
- Résumé which confidently conveys data about me
- Set of job application letters
- Interview rehearsals
- First class typing facilities
- Support group for relaxation
- Money sufficient for the likely search period
- Clothes in which I look and feel good
- A mentor with whom to discuss difficulties
- Stress management techniques for my 'nerves'
- An area where I live which is set up as my job search campaign desk
- Telephone where I can be contacted or a message left for me

The road to success runs uphill, so don't expect to break any speed records.
— *Anonymous*

Information/counselling needs

Review your Self-help Skills Assessment ratings on pages 26 and 27 and your evaluation of Essential Job Searching Tools on page 28, then use the following checklist to audit areas of concern in your job search preparation.

√	
☐	Choosing a career for the first time
☐	Help with life planning concerns
☐	Need for information about occupations/employers
☐	Determining appropriate type of employment in relation to training and work experience
☐	Determining appropriate type of employment in relation to interests, values, skills and personality
☐	Changing career or employment direction
☐	Long-range occupational planning
☐	Help in obtaining a part-time job/job-sharing arrangement/freelance consulting/temporary work
☐	Obtaining a job overseas or interstate
☐	Job marketplace analysis
☐	Résumé counselling
☐	Application counselling (New Job, Promotion, Transfer)
☐	Interview training and rehearsal
☐	Identifying appropriate recruitment consultants to contact
☐	Learning how to network

Sources of professional help

	Name, address and telephone number	Fee required
Career guidance services:	.....	
	.....	
	.....	
	.....	
	.....	
Psychological testing:	.....	
	.....	
	.....	
	.....	
Government services: (e.g. PEO, CES, Vocational Guidance Bureau, Career Reference Centre)	.....	
	.....	
	.....	
	.....	
	.....	
	.....	
	.....	
	.....	

Checking over your résumé

	√
• Is your name at the top of each page?	☐
• Does your career objective appear immediately below your name?	☐
• Are your current address and telephone number included?	☐
• Have you included an alternative phone number where a message may be left for you?	☐
• Is your highest educational level shown first in the education section?	☐
• Do your words show results you have achieved, problems you have dealt with or important learning experiences you have had?	☐
• Have you avoided including information on your religion, ethnic origin or citizenship?	☐
• Have you avoided stating how much you expect to be paid?	☐
• Have you succeeded in not using 'I' more than a few times, if at all?	☐
• Is your use of punctuation correct?	☐
• Is the spelling correct?	☐
• Have you avoided grammatical errors?	☐
• Have you removed all unnecessary words?	☐
• Have you shown and discussed your final draft with at least two people?	☐
• Is the résumé clearly set out and concise?	☐
• Do your key accomplishments stand out through the use of capital letters, bold print or underlining?	☐
• Is your résumé neatly and accurately typed?	☐
(Is it free from errors and marks caused by corrections?)	☐
• Is the résumé typed on A4-sized paper?	☐
• Is it typed on only one side of each page?	☐
• Is it typed with wide margins and space between paragraphs?	☐
• Have you found a good quality photocopying machine that will make copies on A4-sized paper?	☐
• Is your résumé well organised, persuasive and positive in tone?	☐
• Have you purchased envelopes suitable for A4 paper so that your résumé can be posted without being folded?	☐
• Are you satisfied that your résumé says everything about you which could interest employers and nothing which will waste their time?	☐

Self-marketing analysis

1. Each of us has talents, skills, knowledge, resources, etc. that someone else may wish to hire. These are our marketable attributes, sometimes referred to as skills, competencies, credentials or problem-solving abilities. List your current marketable attributes in order of your evaluation of their appeal to potential employers.

2. Consider what efforts you are making to develop new marketable attributes which will help you to transform your employment goal into reality.

   (i) What new marketable attributes are you trying to acquire now?

   (ii) What new marketable attributes do you have plans to acquire in the next two years?

WHERE ...

I've been

MY WORK HISTORY

CRITICAL EVENTS

Am now

MY SKILLS LIST

MY NEEDS/ INTERESTS

Want to go

MY PREFERRED TYPE OF EMPLOYER

MY IDEAL JOB

What I will do

MY ACTION PLAN

Example of self-marketing job search

Plan (Strategy)	Action (Tactics)
Recruitment Advertisements and Trade Publication Sources	Searching Subscribing
Employment Agencies and Recruitment Consultancies	Find out which ones are relevant Choosing carefully send in résumé
Networking	Seeking out contacts Calling friends Arranging research/advice meetings
Hunches	Looking out for clues re vacancies Listening to self (intuition/reflection) Listening to others
Library Search	Reading Business Directories and Chambers of Commerce Information Newsletters Investigating leads
Attending Professional and Industry Association Meetings	Registering for attendance and circulating among members Requesting publicity for your search in their newsletters

Planning and scheduling your job search

	Scheduled Date	Completion Date
List Personal Contacts ('Network')	.....	.....
Obtain Positive Reference Letters	.....	.....
List Job Achievements and Accomplishments	.....	.....
Produce Summary of Skills	.....	.....
Complete Employment Goal Objective	.....	.....
Draft Résumé(s)	.....	.....
Final Draft of Résumé	.....	.....
Final Draft of Application Letters	.....	.....
Planning of Self-Marketing, e.g.: Strategy and Tactics	.....	.....
List difficult Interview Questions (Refer page 58)	.....	.....
Practise Job Interview	.....	.....
Date of First Interview	.....	.....
Estimated Time to Find New Position	.....	.....

PART TWO

Job search management

Finance/expenses planning

Job search budget

If you think your job search may take some time, use this worksheet to plan your budget

Expense items	Amount Spent Monthly	Amount I Could Reduce	Net Monthly Expenses
Home			
Rent/Mortgage	$	$	$ .....
Transportation			
Motor Vehicle(s)	.....	.....	.....
Petrol and Oil	.....	.....	.....
Maintenance	.....	.....	.....
Taxis	.....	.....	.....
Bus Fares	.....	.....	.....
Other	.....	.....	.....
Business			
Lunches	.....	.....	.....
Magazines/ Publications	.....	.....	.....
Postage	.....	.....	.....
Supplies	.....	.....	.....
Other	.....	.....	.....
Recreational			
Club Fees	.....	.....	.....
Entertaining	.....	.....	.....
Vacations	.....	.....	.....
Other	.....	.....	.....
Household			
Repairs	.....	.....	.....
Furnishings	.....	.....	.....
Rates — Land	.....	.....	.....
— Water	.....	.....	.....
Telephone	.....	.....	.....
Electricity	.....	.....	.....
Gas	.....	.....	.....
Food	.....	.....	.....
Alcohol	.....	.....	.....
Cigarettes	.....	.....	.....
Other	.....	.....	.....

(Break yearly expenses into monthly amounts)

Expense items	Amount Spent Monthly	Amount I Could Reduce	Net Monthly Expenses
Insurance			
Life	$	$	$ .....
Health and Accident	.....	.....	.....
Motor Vehicle	.....	.....	.....
Household	.....	.....	.....
Other	.....	.....	.....
Medical			
Doctors	.....	.....	.....
Dentists	.....	.....	.....
Other	.....	.....	.....
Donations/Gifts	.....	.....	.....
Loan Repayments	.....	.....	.....
Other Debts			
Credit Cards	.....	.....	.....
Charge Accounts	.....	.....	.....
Taxes			
Income	.....	.....	.....
Other	.....	.....	.....
Education			
Fees	.....	.....	.....
Books/Supplies	.....	.....	.....
Lunches	.....	.....	.....
Transport	.....	.....	.....
Spending Money	.....	.....	.....
Other	.....	.....	.....
Miscellaneous Expenses	.....	.....	.....
$ TOTALS	_____	_____	_____

Possible sources of cash

	Monthly Estimate
Unemployment Benefits	$ _____
Income from Termination Pay Investment	_____
Money Owed to Me	_____
Other Income Returns (Dividends, etc.)	_____
Temporary/Part-time Employment	
.....	_____
.....	_____
.....	_____
Spouse Income	
.....	_____
.....	_____
My Hobbies that Could Produce Income	
.....	_____
.....	_____
.....	_____
My Possessions that Could Be Sold	
.....	_____
.....	_____
.....	_____
.....	_____
.....	_____
.....	_____
TOTAL	$ _____

Networking

THE MOST IMPORTANT JOB SEARCH ACTION IS NETWORKING WHICH ...

- **Increases your skills and self-confidence in obtaining information**
- **Builds referral base for further career explorations**
- **Often uncovers actual job vacancies**
- **Demonstrates your personal quality of acting rather than waiting**
- **Stimulates thoughtful appraisal of realities and your options**

Networking is a procedure for establishing contacts and obtaining useful information from people. It helps you solve career-related problems by sharing experiences.

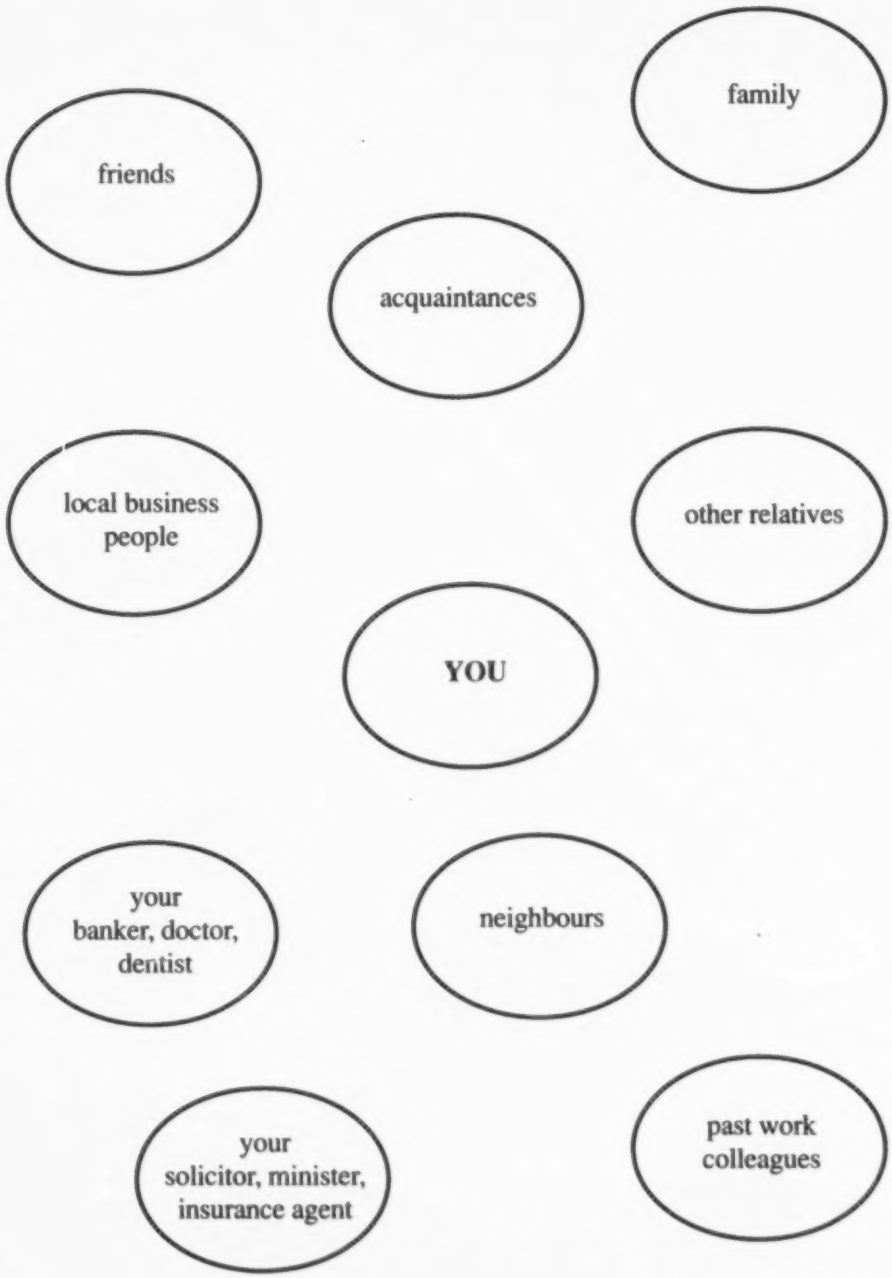
To start networking you must define what you need to know. Then an appropriate network of people can be identified and contacted. Networks can provide you with the support and advice of others.

Information you obtain from the personal experience of others is usually more useful than most of what you can find in printed material.

YOUR SOURCES OF NETWORKING CONTACTS ARE BASED ON ...

- **Blood relationship**
- **Business obligation**
- **Friendship**
- **Professional respect**
- **Common bond**
- **Casual acquaintance**
- **Your 'Christmas card' list**

Your network



Inventory of friends and acquaintances

Name	How this person may help

The best way to get on in the world is to make people believe it's to their advantage to help you.
— *JEAN DE LA BRUYERE*

Finding people who could help you

Identify people in senior positions who could write letters of introduction for you or make telephone calls on your behalf to prospective employers. It is a convenient way to allow other people to say good things about you — if you had written or said them yourself, it would sound like bragging.

Name	Occupation	Tel. No.	Referred by

If I am further than others, it is only because I am standing on the shoulders of those who went before.
— *I. NEWTON*

Possible re-employment sources

- **Competitors of my present or recent employer.**
  Company name, telephone number, contact person.

  .....

  .....

  .....

  .....

- **Companies in product/industry fields related to my present or recent employer.**
  Company name, telephone number, contact person.

  .....

  .....

  .....

  .....

- **Industry/Trade/Employer Association(s).**
  Organisation name, telephone number, contact person.

  .....

  .....

  .....

  .....

- **Recruitment Advertisements — Publications to check.**
  Newspapers/Newsletters/Magazines — Contact person(s).

  .....

  .....

  .....

  .....

Action planning

Operations base checklist

You need to set aside space where you live where you can organise your job search activities and supplies.

- **Facilities needed:**

√	
☐	Desk — i.e. not the dining-room table
☐	Comfortable chair
☐	Filing cabinet
☐	Answering machine
☐	Typewriter/word processor
☐	Clock
☐	Good light
☐	Telephone directories
☐	Quiet telephone area

- **Supplies needed:**

√	
☐	Diary or appointment calendar
☐	Job search text books
☐	Stationery (plain A4 bond paper)
☐	Note pad
☐	Envelopes (A4 size — flat and fold up)
☐	Business cards
☐	File box and cards (7 cm x 11 cm approx)
☐	File folders
☐	Stamps
☐	Glue
☐	Stapler and staples
☐	Paper clips

People forget how fast you did a job — but they remember how well you did it.
— HOWARD W. NEWTON

Daily task schedule

For the week of _____

	Task	Order of Importance	√
Monday	.....	.....	☐
	.....	.....	☐
	.....	.....	☐
Tuesday	.....	.....	☐
	.....	.....	☐
	.....	.....	☐
Wednesday	.....	.....	☐
	.....	.....	☐
	.....	.....	☐
Thursday	.....	.....	☐
	.....	.....	☐
	.....	.....	☐
Friday	.....	.....	☐
	.....	.....	☐
	.....	.....	☐
Saturday	.....	.....	☐
	.....	.....	☐
Sunday	.....	.....	☐
	.....	.....	☐

Action planner

Use the following action codes in the left-hand column:

C = follow-up phone call
N = thankyou note
I = investigate employer prospect
L = letter
R = résumé with letter
P = interview preparation

Action Code	Person's Name	Date	√
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐
.....	.....		☐

Appointments

For the week of _____

Date	Time	Name	Organisation

New objectives for this week:

	Objectives (How many am I planning?)	**Performance** (How many did I accomplish?)
New phone contacts made	: _____	_____
Letters mailed	: _____	_____
Interviews secured	: _____	_____
Résumés with cover letters sent	: _____	_____
Thankyou notes sent	: _____	_____
Appointments made	: _____	_____
Hours spent researching and reading	: _____	_____
Hours spent preparing for interviews	: _____	_____

Most people put off till tomorrow that which they should have done yesterday.
— EDGAR W. HOWE

Recruitment advertisements

Codes: M = Morning E = Evening W = Weekly

TYPE		NEWSPAPER	CIRCULATION*	RELEVANT TO ME √
NATIONAL	**W**	Weekend Australian	256,000	☐
	M	Australian	108,000	☐
	M	Financial Review	67,000	☐
	W	Times on Sunday	86,000	☐
Daily papers:				
Sydney	**M**	Sydney Morning Herald	257,000	☐
	M	Daily Telegraph	265,000	☐
	E	Sun	258,000	☐
	E	Daily Mirror	296,000	☐
Melbourne	**M**	Age	233,000	☐
	M	Sun	549,000	☐
	E	Herald	237,000	☐
Brisbane	**M**	Courier Mail	217,000	☐
	M	Daily Sun	133,000	☐
	E	Telegraph	119,000	☐
Adelaide	**M**	Advertiser	211,000	☐
	E	News	159,000	☐
Perth	**M**	West Australian	237,000	☐
	E	Daily News	98,000	☐
Hobart	**M**	Mercury	55,000	☐
Darwin	**M**	N.T. News	18,000	☐
Canberra	**M**	Times	45,000	☐
Newcastle	**M**	Herald	54,000	☐
Wollongong	**M**	Mercury	36,000	☐
Launceston	**M**	Examiner	39,000	☐
Burnie	**M**	Advocate	27,000	☐

*As at November, 1987

Check all the newspapers in which vacancies may appear in your field and location of job seeking. (Don't neglect your local suburban newspaper!)

TYPE	NEWSPAPER	CIRCULATION*	RELEVANT TO ME √
Weekend papers:			
Sydney	Sun Herald	568,000	☐
	Sunday Telegraph	570,000	☐
Melbourne	Sunday Observer	97,000	☐
	Sunday Press	147,000	☐
Brisbane	Sunday Mail	320,000	☐
	Sunday Sun	352,000	☐
Adelaide	Sunday Mail	244,000	☐
Perth	Sunday Times	253,000	☐
	Independent Western Mail	213,000	☐
Hobart	Sunday Tasmanian	39,000	☐
Darwin	Sunday Territorian	18,000	☐

*As at November, 1987

Additional newspapers, magazines where recruitment adverts relevant to my occupation will be found:

.....

.....

.....

.....

.....

.....

.....

Advertisement analysis

Advertisement requirements	Your experience/ qualifications which match
1.	1. .....
.....	.....
2.	2. .....
.....	.....
3.	3. .....
.....	.....
4.	4. .....
.....	.....
Other:	**Other:**
.....	.....
.....	.....
.....	.....
.....	

Read recruitment advertisements carefully. Underline and record here the main requirements sought. Write down the match with your background. This exercise will help you prepare an effective job application letter.

Weekly review

Record of recruitment advertisements answered

Organisation contacted	Date	Addressed to	Response √
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐

Recruitment consultancy/ agency contacted	Date	Addressed to	Response √
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐
.....	.....	.....	☐

Record of job search letters

Date	Letter to	Letter from	Follow-up by (date)

Interview planning

Negotiating your remuneration

Unless you *calculate thoroughly* what you are being/have been paid there is a high possibility that your next job offer will in total be less. To protect yourself from this occurrence, establish the *worth* of what you have been receiving *up to now*. By completing the following you will be ready for the inevitable interview discussion about how much you were paid, what's the minimum you expect and similar questions.

My personal total remuneration:

Item	**Value to me $**
• From a taxable salary of $ ..... p.a. I receive net:	_____
• My annual leave loading calculated on the basis of ..... % of current salary is:	_____
• Superannuation, Life Assurance and Disability Insurance: The contribution by my employer to fund these benefits is ..... % of my salary of $ ..... Their contribution p.a., therefore, is worth:	_____
• Other Employment Benefits resulting in monetary value to me:	
_____	_____
_____	_____
_____	_____
_____	_____
	_____
• **Total remuneration value p.a.:**	**$**

Negotiation preparation

Salary

Determine before interview:

What I need $ ..... /month

$ ..... /year

What I want $ ..... /month

$ ..... /year

What I would accept $ ..... /month

$ ..... /year

Employment benefits

Employment benefits are the subject of change due to government taxation law amendments. So the benefits you have been receiving may no longer be appropriate or available in the same form. Nevertheless, the calculation of their value is important as you will be better prepared to negotiate with your next employer a higher salary offer as compensation for their loss/reduction.

Interview preparation

Use the action verbs below in sentences that describe some of your achievements. This will help you communicate evidence of your skills and problem-solving abilities during an interview.

planned, achieved, attained, awarded, compiled, created, developed, improved, obtained, produced, trained, presented, designed, directed, initiated, supervised, organised, participated in.

Take-to-interviews checklist

√	
☐	Appropriate dress style for this occupation
☐	Spare copies of résumé
☐	Diary/calendar
☐	Pen
☐	Past employment dates ready for completing application forms
☐	Transcript(s) of tertiary education results
☐	Photocopies of reference letters
☐	Any letters of recommendation
☐	Photocopy of my birth certificate
☐	Vocational guidance tests report (if supportive)
☐	Correct change for telephone calls/parking meters
☐	My memory of research about the prospective employer and their products or services
☐	A positive attitude and intention to win the job
☐	Letters of praise
☐	Samples of my work
☐	Favourable performance appraisal photocopies

Difficult interview questions

- Record questions that could be awkward to answer.

- Practise your answers and write them down.

To escape criticism — do nothing, say nothing, be nothing.

— ELBERT HUBBARD

Becoming comfortable

Preparation is the key to becoming more comfortable and less tense before being interviewed. Use the following to help you with this.

- ☐ Completed research about the prospective employer
- ☐ Dry-cleaned my clothes selected for interviews
- ☐ Arranged attention to my hair
- ☐ Worked out how to travel to the interview
- ☐ Completed the take-to-interviews checklist on page 57
- ☐ Memorised the name of the person who will interview me
- ☐ Reviewed my answers to difficult interview questions on page 58
- ☐ Drafted a thankyou letter to be completed and sent after the interview
- ☐ Planned an opportunity to walk alone for twenty minutes during the hour before the interview time

Interview planner

Interview time and date: .....

Prospective employer: .....

Person(s) to see: .....

.....

Person's title: .....

Material to take: .....

(Refer to .....

page 57) .....

Facts to remember about:–

Prospective .....

employer .....

.....

Previous interview (if 2nd interview)

.....

.....

.....

Key points to bring into discussion:–

1. .....

.....

2. .....

.....

3. .....

.....

4. .....

.....

You should make it clear that you are more interested in the actual tasks of the position than in the benefits it provides — *PAUL STEVENS*

Interview analysis

Interview time and date: .....

Organisation name: .....

Person(s) seen: .....

.....

.....

Interviewer's reactions to me:

My strong points .....

.....

.....

.....

My weak points .....

.....

.....

My prediction of next step in selection procedure:

.....

.....

.....

.....

.....

.....

What action can I take to increase my chances?

.....

.....

.....

.....

.....

.....

Job offer evaluation

Job title _____ **Organisation** _____

Major problems to be solved: .....

.....

My key skills to be used: .....

.....

Job location — commuting and business travel requirements: .....

.....

Remuneration includes: .....

.....

.....

Will this job move me closer to my long-term employment goals? .....

It may be difficult to answer some of these questions. If you don't have enough information, ask more questions.

Compare this offer with your employment goals previously recorded. How closely does this offer match those goals? Rate on a scale of one to ten: √

1 2 3 4 5 6 7 8 9 10

|____|____|____|____|____|____|____|____|____|____|

If your match is 5 or less, forget it. This job is not for you.
If your match is 6 to 9, what could make this job more ideal?
What should you try to negotiate?

.....

Always take by preference the job in which you don't know how to do half the tasks... without new challenge, new learning and extending skills we wither and psychologically die.
— *PAUL STEVENS*

Scoring your results

Job search review

How long did my search take, from first job application to the job offer I accepted?

.....

How many job offers did I get ? .....

How many contacts did I make? .....

What were the best things I did? .....

.....

.....

.....

.....

What would I do differently in my next job search?

.....

.....

.....

.....

What have I learned from this job search experience?

.....

.....

.....

If a friend asked me for the most important things to do or not do in a job search, what would I say?

.....

.....

.....

.....

.....

There's one thing you know with certainty: You won't be in this job doing this work forever. Today's work is a stepping stone to where you'll be tomorrow.

—BEVERLY A. POTTER

Checklist for surviving in your new job

√	
☐	Form conclusions from last job search
☐	Schedule regular review of your employment goals
☐	Actively monitor transfer/promotion opportunities
☐	Expand and strengthen resource network
☐	Commence record of your accomplishments
☐	Create emergency fund
☐	Grow further towards self-tolerance

Your job search organiser: the essential guide for a successful job search is a valuable self-organiser to actively assist in planning and undertaking a job search. It contains checklists and worksheets to help readers set their employment goals, define the sorts of jobs that would match their skills, identify obstacles and ways around them, locate information, establish a support network, develop a résumé and prepare for and follow up interviews. Some reproducible pages are included to help in planning day-to-day activities. The topics covered include job evaluation, goal setting, job search obstacles and job search preparation, as well as fundamental matters like finance and expenses planning, job offer evaluations and the importance of networking.

The author, Paul Stevens, is Managing Director of Job Search and Guidance Services in Sydney, and has published eight other books concerned with work and career issues.

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